

**DRAFT**  
**MEETING MINUTES**  
**TECHNICAL/FREQUENCY MANAGEMENT WORK GROUP**

Wednesday, September 1, 2004

Meeting was held in the 1<sup>st</sup> Floor Conference Room, Department of Information Services, 1110 Jefferson Street SE, Olympia, Washington.

**Present:**

**Members:**

Alan Hull, Chairman, Department of Transportation  
Sgt. John McIntosh, Department of Fish & Wildlife  
Bob Schwent, Washington State Patrol  
Dennis Hausman, Department of Information Services  
Marc Johnson, Vice Chair, Department of Natural Resources  
Jose Zuniga, Department of Corrections  
Spencer Bonner, King County  
Allan Josue, EMD

**Minutes:**

Dana Little, Washington State Department of Transportation

**Guests:**

Fred Radovich, Motorola  
John Gallagher, Motorola  
Kit Eldredge, M/A-Com  
Burel Lane, M/A-Com

**Introductions:**

Attendees introduced themselves.

**Approval of Minutes:**

The meeting notes from 8/18/2004 were reviewed and approved by all members present with one minor change noted.

**Continued Discussion of Frequency Coordination Process:**

- Jose read a handout proposed by him and Marc Johnson called “Recommended Interim Procedures for FCC Licensing for State Agencies”. It was decided to change in the title “recommended” to “suggested”.
- It was decided among the group to change the word “licenses” to “frequencies” for clarity purposes.
- Alan suggested adding the words “agencies can continue to deploy equipment to meet their business requirements using existing frequencies within their current service area”. The group accepted this.
- The aforementioned changes would be made and be ready for taking to the SAW group.

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**Report on DOC (McNeil Island) Partnership with the City of Tacoma:**

- Jose met with Steve Taylor yesterday (8/31) and said DOC can't upgrade the tower at this time. Taylor said the City of Tacoma could possibly upgrade the tower and DOC then enters into agreement with them. He will be sending a proposal to Jose.
- Request to SIEC to use "Itac-4" in the interim

**OSCCR Agreement:**

- Allan Josue and Alan Hull worked together on this agreement and need to take to each person's respected AG to approve the form.

**Radio Caches:**

- Sgt. John McIntosh handed out the "SIEC Radio Cache Model". Sgt. McIntosh read through and explained this document to the group. It was suggested to make modifications and forward to the SAW group. Motion (Dennis Hausman), Second (Marc Johnson); unanimous with the group.

**Gateways:**

- Bob Schwent said WSP would like to purchase 8 AC1000's and deploy at various communication centers. He said he could do it within the budget. There was a motion (Bob Schwent) and a Second (Jose Zuniga) to go forward to the SAW group for approval. This was a unanimous vote.
- It was mentioned that we should look at more gateways and systems, but we don't have the means to handle yet.

**November Technical Meeting with the State Agencies:**

- Bob Schwent is looking for a location for approximately 70 technicians and is soliciting input for the agenda.

**IBI Wireless Study:**

- Alan Hull is receiving a draft tomorrow (9/2).
- The next step would be to go in front of the WSDOT Communication Task Force for review and modifications.

The next scheduled meeting for the Technical Frequency Management Work Group will be held on Wednesday, September 15<sup>th</sup>, 2004 from 10:00am – 12 Noon. The location of the meeting is at 1110 Jefferson St. SE, Olympia, WA.